

Message

From: Marlinga, Richard [marlinga.richard@epa.gov]
Sent: 4/3/2019 6:53:53 PM
Subject: Improvements to the HR Hiring process

Managers, Supervisors, AOs, and LER staff

The SSCs have three process improvements that have taken effect Monday, April 1, 2019.

Updated Checklist for Work Received - As a countermeasure for the Time-to-Hire and Quality of Request Received metrics, the SSCs have released an updated version of the Checklist for Work Received. This tool incorporates feedback from Requesting Offices (RO) as well as HR SSC Staff. This version of the checklist provides an increased level of clarity on what the SSCs are requiring in a format that is easier to navigate and is designed to assist ROs in eliminating errors in submissions to the SSCs, thereby reducing unnecessary rework. It is hosted on SharePoint and includes a wide variety of system guidance, hover tips, and links to references and documents. This platform gives the SSCs the capability to update the checklist immediately, which ensures the ROs have the most accurate information at all times. Checklist for Work Received: <https://usepa.sharepoint.com/sites/oarm/Work/OARM-RTP-Work/HRMD-Work/Liaisons/SitePages/Home.aspx>

Revised PD Coversheet - The PD Coversheet was revised to meet cyber security code requirements. Dropdowns and indicators have been added to provide clarity for ROs and HR Specialists on what fields need to be completed. The new PD Coversheet is available at : <https://intranet.epa.gov/oarm/pdf/forms/EPA-3150-2.pdf> (Please note for the revised PD coversheet any items underlined in red are the customers' responsibility to complete and the HRSSCs will complete all other fields.)

Discontinuation of the Staffing Requisition Form and WTTS improvements - As part of streamlining efforts, and to reduce requirements on the RO to upload paper documents to WTTS, the SSCs are eliminating the Staffing Requisition form. The SSCs will only accept Staffing Requisition Forms for action initiated prior to April 1st. All actions initiated on or after April 1st will require information, previously captured on the Staffing Requisition form, to be entered in existing WTTS fields. In order to improve the RFE submission process, the SSCs will eliminate unnecessary WTTS fields from the RO's view. Moving forward, every field the RO has access to should be completed. Actions will be returned if the WTTS information is incomplete. This change will eliminate the use of the existing paper form, streamline the request process, and allow the ROs' request information to be queried in OBIEE reports. This change will be reflected on the updated Checklist for Work Received.

We all play a critical role in improving HR processes that impact the entire agency. I appreciate your hard work and look forward to collaborating with you in our effort to become more efficient. If you have any questions or concerns please contact me or Phyllis Simmons at 6-7532.

Thank you.

Richard Marlinga

Acting Human Capital Branch Chief
U.S. EPA, Region 5
77 W Jackson Blvd
RMD/HCO (MP-10J)
Chicago, IL 60604
Email: marlinga.richard@epa.gov
Office: (312) 886-8963

Cell: (312) 597-1720